

SECRET

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DIARY NOTES

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DD/S 


6 December 1961

1. Mrs. McCone passed away at about 0700 hours this morning, and we spent a good part of the day assisting with the arrangements for the funeral services, etc.

2. I asked Jim Garrison to make a study of the feasibility and cost of providing fairground type bus service from the remote areas of the parking lots to the building entrances.

3. Shef Edwards queried as to what the policy would be on Christmas parties at the new building, and I told him that I would give guidance to all DD/S Office Heads and Staff Chiefs at our next DD/S Staff Meeting.

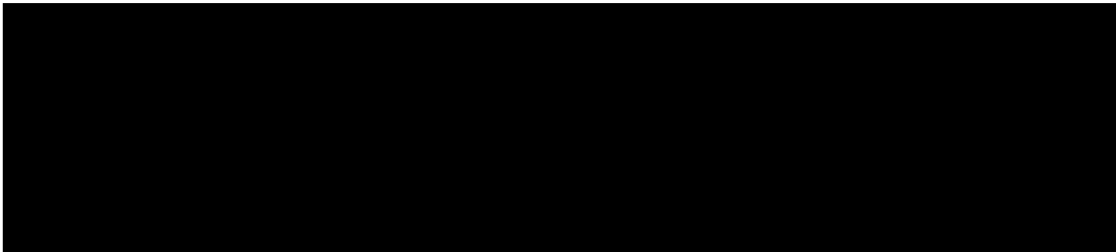
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4. Mr. Kirkpatrick asked that he have first claim on a car driven by either  for the duration of his special assignment in connection with reorganization. I told him that I would work out something.

5. At the Deputies' Meeting this morning:


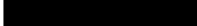
a. I made a presentation on parking facilities at the new building which was discussed by the group; however, I still have to do this for Mr. McCone, and the contract for the new west parking lot is being held up pending his approval.

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c. In connection with  I was asked to ensure that our communications coverage was adequate.  has assured me that it is.)

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d. We discussed domestic economy air travel and decided that we would not define a firm Agency policy requiring all employees to use economy travel; however, we would encourage them to do so.

e. I asked that the officials at the meeting give me their requirements and preferences for downtown office space as soon as possible.

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